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Executive Assistant to the DCI

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1. OTR's Basic Training Program for Clandestine Services is now receiving so many enrollments, as a result of the recent directives setting up higher standards for basic training of all Clandestine Services personnel, that both facilities and instructor staff face an overtaxing load. For example, the Basic Intelligence Course (Phase I) has risen from 81 in April to 95 in June to 115 (with 10 on the waiting list) in the course which will begin on 27 July. The running of Phase II which begins on 17 August already has its full complement of 75 students (with 10 on the waiting list). Phase III has 51 students (with 4 on the waiting list) already signed up for 10 August, and 49 for 28 September. The 27 July running of the Administrative Course is almost filled, and there is already a substantial enrollment for the running of 14 September. The next Administrative Support Course will not be given until 17 August, but there are already 47 enrollments and only 3 vacancies; OTR has been led to expect so many more enrollments in this running that a severe imposition of priorities will be required. It appears likely that OTR will have to schedule many more runnings of these courses than is possible with our present staff. Without a significant increase in instructor staff, we shall soon have a large backlog of students with long delays in preparation for their work in Clandestine Services.

2. The other principal problem facing the Basic Training Program is that of evaluations. An attempt to arrive at a standard form and technique of evaluation is the subject of intensive study by OTR in collaboration with the customer offices.

3. The first running of the BIC/SUP (Basic Intelligence Course for DO/A personnel who will be assigned to positions in support of Clandestine Offices) ended on 10 July. Study of the students' comments will lead to an improvement in the second running though the student reaction was in general quite favorable and, in a number of cases, enthusiastic.

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4. Training in communications problems [REDACTED] particularly in connection with the Phase II Course, can now be improved by the recent addition of a complete new radio base station utilizing the latest type of communications equipment. For example, the equipment will be used for four nights beginning 20 July to illustrate the function of clandestine radios.

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5. A majority of the Branch and Staff Chiefs of the MI Division under DI/P spent a day inspecting [REDACTED]. This is part of a continuing program to indoctrinate the key people of the DI/P complex in the facilities available to them under OTK.

6. At a meeting called on 13 July by the AD/IC at the request of Chief, Plans and Policy Staff, Office of Training, it was concluded that the responsibility for briefing of service attaches within the Agency should be transferred from the Office of Training to appropriate offices within the DI/I complex. Specifically, the AD/CD would be responsible for determining the duty assignments, departure dates, and identity of service attaches accredited to the various countries, and notify all DI/I offices as to when such attaches would be available for specialized briefings within the Agency. The AD/IC has accepted temporarily responsibility for coordinating arrangements necessary in order that the several office interests in specialized briefings can be met with the least amount of inconvenience to the offices concerned and to the attaches. The Office of Training will continue to coordinate arrangements whereby the Agency participates in the training programs conducted at the Strategic Intelligence School and the Naval Intelligence School.

In those instances where attaches have been designated who have not attended the Strategic Intelligence School or the Naval Intelligence School, the Office of Training is prepared to offer general briefings on the organization, mission and functions of CIA in order to round out the background of information needed by the attaches to make their specialized Agency briefings more meaningful.

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8. Representatives of the Office of Training and the Training Committee of DD/P have developed a highly specialized on-the-job training program for the Junior Officer Trainees who have shown certain aptitudes for the work in the Clandestine Services. This type of training, by doing, will last from ten to twelve months and will be supervised by a specifically designated monitor who will tailor-make the program to fit the projected duty assignments of the Junior Officer Trainees.

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9. At the request of [redacted] Chief, Division of Near East and Africa, DD/P, the Director of Training was asked to designate a representative in his office to brief [redacted]

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[redacted] on certain phases of the intelligence coordination activities of the Central Intelligence Agency. The Chief of the Orientation and Briefing Division has been designated to conduct this special presentation.

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10. As of 17 July 1953, 157 CIA personnel are enrolled in TAB training courses, 374 in TMC courses, and 269 in external training, making a total of 600 in training programs under the jurisdiction of the Office of Training as a whole.

MATTHEW BAIRD

MB:mfw

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AD(Commo)

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